

[Company Letterhead/Logo]

[Date]

[Intern's Full Name]

[Intern's Address]

[City, State, Zip Code]

Subject: Internship Confirmation Letter

Dear [Intern's Name],

We are pleased to confirm your internship with [Company Name] in the [Department Name] department. This letter serves as formal documentation of your placement.

The details of your internship are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Position Title:** [Job Title/Intern Role]
- **Supervisor:** [Supervisor Name/Title]
- **Work Schedule:** [Hours per week/Daily schedule]
- **Compensation:** [Paid amount per hour/stipend or Unpaid]

During this internship, your primary responsibilities will include [briefly list 2-3 key tasks]. You will be expected to follow all company policies, including those regarding confidentiality and professional conduct.

Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of these terms.

We look forward to having you on our team and hope this will be a valuable learning experience for you.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]

---

**Acceptance:**

I, [Intern's Name], accept the internship offer as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_